



March 6, 2006

Dear Applicant:

Thank you for applying for a position with one of the following localities, Roanoke County, City of Roanoke and/or the City of Salem for the position of Firefighter/EMT or Paramedic/Firefighter.

You are invited to participate in the **Candidate Physical Ability Test (CPAT)** **Orientation on Saturday, March 25, 2006** at the Roanoke Regional Fire-EMS Training Center (Directions attached). All candidates are encouraged to attend the orientation session to enhance their success at passing the CPAT test. There will be two separate orientation sessions: 8am and 1pm. You will need to call the Roanoke County Fire Administration Office at 561-8070 to sign up.

The **official** CPAT test will be held at the Salem Civic Center at 1001 Roanoke Boulevard in Salem, VA on **May 23 or 24th, 2006**. You will be sent further instructions for signing up for your test time.

You will be given practice dates in which you will have the opportunity to practice each CPAT station with a trained proctor. You may only attend one practice session to start with, if additional spaces are available on other dates, you may ask to be put on a waiting list to attend one of those practices. The practice dates are as follows:

April 8, 2006 8am-12pm
May 6, 2006 8am-12pm

April 19, 2006 6pm-9pm
May 17, 2006 6pm-9pm

You are also required in the hiring process to pass a written general knowledge test. If you have not completed and passed this written test within the last 2 years, you will need to contact the Roanoke County Fire Administration Office to sign up to take this test. The test will be administered on **May 23, 2006**.

After the official CPAT test is administered, those who have passed will continue onto the next step. This will be the psychological test which will be given on May 25, 2006. You will be assigned at time at the CPAT test site.

To sign up for any of the above tests you will need to contact Sandy Shelton at the Roanoke County Fire Administration Office at 561-8070. Please mark your calendars for the above dates.

If at any time you must drop out of the hiring process, please notify us in writing or call the jurisdiction in which you have applied for notification.

If you have any questions, please contact:

Roanoke County: Battalion Chief Steve Simon or Sandy Shelton 540-561-8070.

Roanoke City: Deputy Chief Billy Altman 540-853-2327

City of Salem: Lieutenant John Prillaman 540-375-3080

Sincerely,

Steve Simon

Steve Simon
Division Chief
Roanoke County

John Prillaman

John Prillaman
Lieutenant
City of Salem

Billy Altman

Billy Altman
Deputy Chief
City of Roanoke